



**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY**

**1150 Foster Avenue  
Nashville, Tennessee 37243**

**BILL HASLAM  
GOVERNOR**

**BILL GIBBONS  
COMMISSIONER**

**M E M O R A N D U M**

**TO:** Greg Adams, Chief Operating Officer  
Governor's Office

Commissioner Larry Martin  
Department of Finance and Administration

Commissioner Rebecca Hunter  
Department of Human Resources

**FROM:** Commissioner Bill Gibbons

**DATE:** May 8, 2015

**SUBJECT:** 2015 Voluntary Buyout Program

You will find enclosed the Department of Safety and Homeland Security's recommendations for the 2015 Voluntary Buyout Program. I have reviewed this business plan with my staff and concur with their recommendations.

Should you require additional information or have questions concerning our plan, please contact the Human Resources Division at 615-251-5200.

A handwritten signature in blue ink, appearing to read "Bill Gibbons".

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Commissioner Bill Gibbons  
BG/KB

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
2015 VOLUNTARY BUYOUT PROGRAM**

**FISCAL SERVICES/BUDGET DIVISION  
1 Position Restructured**

**EXECUTIVE SUMMARY**

The Fiscal Services/Budget Division identified job classifications based on job duties and impact on what the Division would need in order to continue to provide necessary support services to the agency. We have identified one (1) position that can be restructured by reassigning/absorbing work among the remaining positions through a consolidation of functions of similar classifications for these positions. The duties of the remaining positions can be absorbed by reassigning/absorbing the duties among several employees. Although there will be some delays in processing transactions, providing information and support services to the employees of our Department, we feel that the impact will be minimal and that services to the public will not be adversely affected.

In the event eligible employees do not apply or are not accepted for the VBP, the Fiscal Services/Budget Division has no present intention of eliminating or reclassifying the identified classifications/positions. These positions are identified in the accompanying chart of VBP eligible positions.

**BUSINESS JUSTIFICATION AND ASSESSMENT**

The administrative support duties provided by the Fiscal Services/Budget Division can be shared by a smaller number of employees by carefully monitoring activities, asking our employees and supervisors to accept additional responsibilities and to work more efficiently, and ensuring that policies with a direct impact to the public are given priority.

**1. PROCUREMENT OFFICER 2 - One (1) Position to be restructured**

The Procurement Officer 2 duties can be performed by a Procurement Officer 1 position which allows for the opportunity to reclassify downward one (1) of the two (2) positions currently assigned to the Budget Division. These duties will not create a working out of class situation nor cause a noticeable interruption of services.

If no one takes the VBP offer, no action will be taken this time.

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
2015 VOLUNTARY BUYOUT PROGRAM**

**HUMAN RESOURCE DIVISION  
1 Position Restructured**

**EXECUTIVE SUMMARY**

The Human Resources Division identified a job classification based upon job duties, impact on the agency and service needs of this Division. We have identified one (1) position that can be reclassified and by realigning the remaining positions through a consolidation of functions of similar classifications.

In the event eligible employees do not apply or are not accepted for the VBP, the Human Resources Division has no present intention of eliminating or reclassifying the identified classifications/positions. These positions are identified in the accompanying chart of VBP eligible positions.

**BUSINESS JUSTIFICATION AND ASSESSMENT**

**1. Human Resources Manager 1 – One (1) Position to be restructured**

There is a need to realign staff with departmental goals and objectives. By realigning current staff and duties this will allow the HR Manager 1 to be reclassified upward to a classification in line with the new responsibilities. This will allow the opportunity to hire employees with key Human Resources competencies that drive results which are familiar with integrated talent management, understanding of HR management services, strategic solutions, technology and comfort with social networking.

If no one takes the VBP offer, then no action will be taken at this time.

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
2015 VOLUNTARY BUYOUT PROGRAM**

**ADMINISTRATION DIVISION  
1 Position Restructured**

**EXECUTIVE SUMMARY**

The Commissioner's Office has identified a job classification based upon job duties, impact on the agency and impact on the public.

In the event eligible employees do not apply or are not accepted for the VBP, the Commissioner's Office has no present intention of eliminating or reclassifying the identified classifications/positions. These positions are identified in the accompanying chart of VBP eligible positions.

**BUSINESS JUSTIFICATION AND ASSESSMENT**

**1. EXECUTIVE ADMINISTRATIVE ASSISTANT 3 / 2 - One (1) Position to be restructured**

The Executive Administrative Assistant 3 and 2, depending on the employee who is awarded the VBP within the Commissioner's Office, the duties performed by a restructured executive level position and realigning responsibilities of current executive level personnel. This allows for the opportunity to reclassify downward, one (1) position which remains after the realignment of responsibilities. These duties will not create a working out of class situation nor cause a noticeable interruption of services.

If no one takes the VBP offer, then no action will be taken at this time.

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
2015 VOLUNTARY BUYOUT PROGRAM**

**F&A / FISCAL DIVISION  
1 Position Restructured**

**EXECUTIVE SUMMARY**

The accounting functions of the Department were transferred to the Department of Finance & Administration effective November 10, 2014, with the personnel being effective July 1, 2015. However, both the Department Controller and Fiscal Services Director agree and have identified the following restructure is necessary based on job duties and impact on what the Division would need in order to continue to provide necessary support services to the agency.

This agency plan identifies positions that the Department of Finance & Administration presently believes may need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward, regardless of whether certain VBP-eligible employees elect the VBP. These positions are identified in the accompanying chart of VBP eligible positions. However, no final decision has been made in these regards. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**BUSINESS JUSTIFICATION AND ASSESSMENT**

1. **ACCOUNTING TECHNICIAN 1** - One (1) Position to be reclassified upward to Accountant 2 based upon the new responsibilities that are necessary to support the service demands of the accounts payable unit.